19 June 1979

Classification Review Procedure   CRP 79-31

                                                      REF: CRP 79-8
                                                             CRP 79-11
                                                             CRP 79-13
                                                             CRP 79-25

                    Review of [___] Chrono Files   STATSPEC

STATSPEC   According to the Agency records schedule, confirmed by the NARS
           representative, Chief [____] Chrono files are to be treated as an integral
           unit. Review procedures for these files will differ slightly from
           established procedures used in the review of somewhat comparable DDA and
STAT   [__] files. These differences involve markings and data input specified
           in CRP 79-8, handling of attachments specified in CRP 79-11, and name
           traces spelled out in CRP 79-13. Any differences between the procedures
           referenced above and the procedures set forth herein will apply only for
STATSPEC   the Chief/ [____] Chrono Files until further notice.

Basic Procedure

        1. For each folder, prepare one form 4023A. See attached sample
for input data and title format.

        2. Use reviewer stamp on each document in the folder.

            a. Indicate document number.

            b. Review each document individually and indicate on stamp
review action taken. Exception: For unmarked documents that are not
substantively classifiable, indicate "no change" on stamp rather than
"declassified" as spelled out in CRP 79-8.

            c. Show date reviewed.

            d. Indicate reviewer's number.

            e. Do not fill in "next review date" for documents that are
unclassified, unmarked, declassified, or have name checks pending.

Markings

        1. Follow the usual procedure for upgrading, retaining classification,
downgrading, or declassification as appropriate for each document except
for the following for which two new stamps have been made up:

a. If a document has no classification markings and contains no classifiable material, but may contain names of obviously overt personnel, check "no change" on the reviewer's stamp as indicated in paragraph 2b above and use the new stamp reading:

> THIS DOCUMENT IS PART OF A CLASSIFIED
> INTEGRATED FILE. IF SEPARATED FROM
> FILE, DOCUMENT IS UNCLASSIFIED.

b. If an unmarked document having no classified information contains names of agency personnel who are not obviously overt, check "no change" on the reviewer's stamp as indicated in paragraph 2b and use the other new stamp which reads:

> THIS DOCUMENT IS PART OF A CLASSIFIED
> INTEGRATED FILE. NAME CHECK REQUIRED
> PRIOR TO INDIVIDUAL CLASSIFICATION ACTION.

2. If a document is SECRET or higher, it should be downgraded to CONFIDENTIAL if content permits so that the overall classification of the folder may be held to CONFIDENTIAL. If it contains names of personnel that require traces, the "NAME CHECK REQUIRED" stamp should be used, however.

3. If a document is classified CONFIDENTIAL and has no classifiable substantive content but does contain at least one name, not obviously overt, check "no change" on Reviewer's stamp and use the "NAME CHECK REQUIRED" stamp.

4. See applicable portions of CRP 79-8 for handling of documents marked OFFICIAL USE ONLY and RESTRICTED. OFFICIAL USE ONLY is a control, not a classification, so essentially any documents with that marking is unmarked in so far as security classification is concerned and should be treated as other unmarked documents described in this procedure. Documents classified RESTRICTED (not to be confused with RESTRICTED DATA) were at one time classified and under normal procedures would be either upgraded or declassified. Reviewers will adhere to CRP 79-8 except for RESTRICTED documents that contain names of Agency personnel. For the purposes of this file group, draw a line through RESTRICTED, check "no change" on the reviewer's stamp, and use the "NAME CHECK REQUIRED" stamp.

Folder Stamping

1. Stamp each folder with the job/box/folder stamp in accordance with CRP 79-25.

2. Stamp each folder with the reviewer's stamp indicating as the review classification the highest review action in the folder. Use #1 for the document number. (See attached sample 4023A for other input data)

3. Stamp the overall classification (as indicated on the reviewer's stamp) at top and bottom of the folder.

Statistical Accounting

1. Documents that are upgraded, downgraded, not changed, or declassified in the usual manner will be recorded on the statistical report in the usual columns.

2. Unmarked documents or those formerly classified RESTRICTED on which one of the two special stamps are used will be recorded in the "no change" column.

Attachments

1. CRP 79-11 specified that all listed attachments must be attached to the document, otherwise it is considered incomplete and cannot be declassified.

2. Reviewers will disregard the absence of attachments and consider each document complete as it appears in the file.
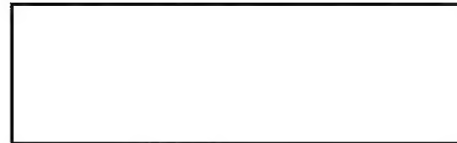
STATINTL

Chief,
Classification Review Division

| [X] | UNCLASSIFIED | | CONFIDENTIAL | DECLASSIFICATION WORKSHEET | | | [X] | SECRET |

PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	[X] NEW
STAT -	1 3 0 6 7 9				☐ CHANGE (GENERAL)
					☐ RE-REVIEW
					☐ DELETE

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	▨▨▨	CREATION DATE D D M M Y Y	ORIGINATING COMPONENT
) - 0 3 0 9 7 A	0 0 0 8	0 0 1	0 0 1		3 1 1 2 5 8	2 0 4

USE ON ALL FORMS.

USE FOR ALL FOLDERS

DATE OF LATEST DOCUMENT IN FOLDER

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES
	2 5	1 2	S	0 3 5 0

TOTAL OF PAGES IN FOLDER

STATSPEC	DOCUMENT TITLE
C H I E F	C H R O M O F I L E S - 1 O C T T O 3 1
D E C 1 9 5 8	

SAMPLE

FORMAT FOR TITLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
C	2 2	1 0	

FORM 2/79 4023A

(10-50-51)

☐ SECRET ☐ CONFIDENTIAL ☐ UNCLASSIFIED